

## Selling a House

If you are thinking of selling a property you need to contact three people:

- Solicitor
- Auctioneer
- Architect / Engineer

### 1. The Solicitor

Instruct your solicitor as soon as possible. The solicitor can arrange to take possession of the deeds of the house. In this way, contract papers can be ready to issue as soon as a buyer is found

### 2. The Auctioneer

Some people sell their houses privately but most hire an auctioneer. Shop around as an auctioneer's fees can vary from 1% to 3% of your sale price, exclusive of VAT and outlays. Make sure you agree an advertising budget before you go ahead.

### 3. Architect / Engineer

If your house has any extensions or alterations, which required planning permission, your solicitor will require them, along with certificates of compliance. The architect / engineer will be required in order to ensure that these are in order.

#### Disclaimer

This information is for guidance purposes only and does not constitute legal or professional advice. Accordingly legal or professional advice should be obtained before taking or refraining from taking any action as a result of the contents of this brochure. No legal Responsibility is accepted by Malcomson Law for any action or inaction taken or omitted to be taken in reliance of anything contained herein and the information herein is subject to change.

## Property Law Department

We have a wealth of experience in all aspects of Property & Conveyancing. If you require advice or further information then please contact the Property Law Department on 01 8744422

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### Additional Services

Health Law

Family Law

Litigation

Employment Law

Commercial Law

Private Client

Property Development

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**Malcomson Law**

**Iceland House**

**Arran Court**

**Smithfield**

**Dublin 7**

**Tel: 01 8744422**

**Malcomson Law**

**Court Place**

**Carlow**

**Ireland**

**Tel: 059 9131745**

**This brochure is for informational purposes only  
and does not constitute legal advice**

See [www.mlaw.ie](http://www.mlaw.ie)

**MALCOMSON  
LAW**



**Property &  
Conveyancing**

## Property & Conveyancing Department

The property & Conveyancing team at Malcomson Law can assist you with all of your property needs.

We have extensive experience in dealing with all your property requirements.

### Malcomson Law Services

**We offer a range of services and advice on:**

- Site and Property Transfers
- Purchasing and mortgaging a house and/or property
- Selling a house and/or property

### Conveyancing

Conveyancing is the legal process involved in buying, selling, transferring or remortgaging a property.

Buying or building a home is one of the most significant events in our lives and for most of us it represents one of our biggest financial and legal decisions.

It involves transactions with lots of people like auctioneers, builders, bankers and insurers and there are important legal steps to be taken along the way. It is crucial to get it right.

At the heart of these transactions is your solicitor and at Malcomson Law we have a highly skilled team with experience and insight into the process.

### Site and Property Transfers

We have extensive experience in dealing with Site Transfers, both in connection with the disposal and acquisition of sites. We can assist you throughout the process with regard to Transaction Documentation, Building Agreements, and funding arrangements.

### Consulting your Solicitor

Malcomson Law has a specialist Conveyancing & Property Department to assist you with all of your Conveyancing needs

#### When coming to see us:

Please do the following to help us give you the best service we can when you are attending the office:

- Make an appointment in advance
- Bring important contact details– your telephone number, fax number, address and your email address
- Bring your PPS number (formerly RSI)
- Bring copies of marriage certificates, separation agreements or divorce decrees, if relevant.

#### For further information please:

- visit our website at [www.mlaw.ie](http://www.mlaw.ie) or
- call us on 059 9131745 (Carlow)
- or 01 8744422 (Dublin)

### Purchasing a House

**There are a number of steps involved in purchasing a property including the following:**

- The purchaser agrees to purchase the house
- The vendor's solicitors issues contracts for sale to the purchaser's solicitor
- The purchaser's solicitor arranges for the purchaser to sign the contracts
- The purchaser's solicitor returns the contracts
- The vendor signs the contracts
- The purchaser's solicitor requests their client's loan cheque
- Closing the sale
- The purchaser's solicitor attends to stamping and registration
- The purchaser's solicitor completes the registration and sends title documents to the purchaser's bank

**If you are considering purchasing a property you should:**

- Instruct a solicitor
- Contact your Mortgage Advisor or Broker

**Even if you haven't found a house yet, it's a good idea to talk to a solicitor. Malcomson Law will give you a breakdown of the likely costs involved so you can budget before you make some big decisions.**

Malcomson Law's Charity of the Year for 2010 is **Headway**, supporting people with Acquired Brain Injury